

2774

26 March 1947

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL & ADMINISTRATION

SUBJECT: Leave Without Pay Procedure

The attached Leave Without Pay Procedure has been prepared by this office and is forwarded for your approval. The provisions set forth are in line with those being followed in several other Government Agencies and have been reviewed to some extent by Finance and Budget sections.

It is recommended that this procedure be disseminated to all employees and that Operating and Administrative Officials be furnished additional copies under separate cover.

Your early concurrence in this matter is respectfully requested.



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Encl.

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosure